

Stoughton Food Pantry Committee Minutes

Thursday, June 20, 2019; 2 PM

Hall of Fame Room, City of Stoughton, WI

Call to order

Mike called the meeting to order at 2:10 p.m.

Attendance

Mike Heger, Karol Castle, Linda Lane, Sandy Fleming and Deputy Clerk Christen present. Judy Olson excused absence.

Approval of Minutes

April 18, 2019; MOTION (Linda/Sandy), all in favor

Monthly Volunteer Calendar

Discussed: Monthly Calendar of Volunteers could be placed on line so that volunteers could access a current calendar showing their work days and vacancies. Such a plan would require us to decide who could edit the calendar. Sharing a Google Calendar would be a simple solution. This will be evaluated.

Ideas to reduce budget surplus

With the shortage of pick 3 and snacks due to the poor Postal Food Drive, we should consider purchasing these items.

Should we conduct a Participant survey to gather input regarding items that pantry users would like us to consider. This could be put in the pantry newsletter.

Update from Judy on honoring long term volunteers

Tabled to next meeting, August 15, 2019 @ 2 p.m.

Update volunteer manual

The volunteer manual is in need of revision so that it reflects the replacement of the TEFAP form with the computer system. There are some current issues that we need to inform volunteers of.

a. The computer shows the number of households served daily. The registration book also shows this info. They must match. We are finding that even though volunteers check the box entered into the computer, some visits have not been entered. This results in incorrect monthly reports. computer and books need to match regarding usage

b. At the end of the day, volunteer should look at the number of households served that day according to the computer and compare that to the registration book. If the numbers do not match, volunteers should look up each household from the registration book and make sure that today's visit is recorded in the computer.

At the end of the day the computer program should be backed up by running the backup icon on the computer desktop.

c. At the end of the day the computer should be shut down to save electricity and reset the computer. Shut down by going to the windows icon in the lower left corner and choosing the power icon to shut it down.

Pick 3 and large snack items in short supply

In order to have enough items we will purchase, as needed, the following items.

Spices i.e. salt/pepper, garlic powder, cinnamon

Condiments i.e. ketchup, mustard, relish

Salad dressing i.e. French, Ranch, Italian

Paper products: paper towels and Kleenex

Canned Manwich or similar

Other items discussed

-Elders assistance with unloading truck on TEFAP delivery days - Sandy will work with them

-Stoughton High School pantry, well received – though only started 2 weeks before the end of the year

-Setup a meeting with other area food pantries to discuss equitable division of donations. Linda will contact

Adjournment- MOTION (Carol/ Linda) all in favor; 3:41 p.m.

Respectfully submitted,
Candee J. Christen, Deputy Clerk